

MT. DIABLO UNIFIED SCHOOL DISTRICT

ASSISTANT DIRECTOR OF PERSONNEL SERVICES, HUMAN RESOURCES

Primary Function

Plans, organizes, coordinates and directs classified personnel functions including recruitment and selection of classified personnel. Assists in the administration of collective bargaining agreements.

Directly Responsible To

~~Director of Personnel~~ Executive Director, Human Resources

Supervision

Personnel Assistants

Personnel Specialist

Senior Personnel Specialists

Senior Secretary

Personnel Analysts

Classified Training Coordinator

Supervises and evaluates classified personnel as assigned.

Major Responsibilities

1. Assists in the recruitment, selection and placement as well as the layoffs_of classified personnel.
2. Confers with district administrators in personnel matters as applicable.
3. Assumes responsibility for the preparation and maintenance of classified personnel employment records.
4. Serves as a member of the collective bargaining negotiations as assigned with classified employee units.
5. Assists in the administration of all classified employee unit contracts and agreements, including but not limited to disciplinary and grievance hearings/investigations.
6. Prepares reports related to classified personnel staffing.
7. Recruits, selects and assigns substitute certificated and classified personnel.
8. Assists the ~~Director of Personnel~~ Executive Director, Human Resources with substitute teacher services/system and program.
9. Assists with the classified staff development program.

10. Evaluates personnel directly responsible to the Assistant Director.
11. Administers the evaluation process for classified personnel.
12. Assists in the development of wage and salary compensation for all classified employees and analyzes, evaluates, maintains and recommends job classification changes.
13. Assists with counseling of individuals or groups of employees regarding personnel problems.
14. Assists with the development and implementation of policies and procedures related to classified personnel.
15. Assists in the administration of the District's human relations programs and activities.
16. Assists in staffing patterns and projections.
17. Serves as the Department Liaison with Administrator, Compliance, for training and compliance concerns.
18. Confers, upon the direction of the ~~Director of Personnel~~ Executive Director, Human Resources, with District's legal counsel in matters related to personnel functions and responsibilities.
19. Delegates to those under the supervision of the Assistant Director such powers and duties deemed advisable, but continues to be responsible to the Director of Personnel for the execution of the powers and duties delegated.
20. Attends job-related meetings and activities specified by the ~~Director of Personnel~~ Executive Director, Human Resources.
21. Performs additional duties as assigned by the ~~Director of Personnel~~ Executive Director, Human Resources.
22. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the ~~Director of Personnel~~ Executive Director, Human Resources.
23. Maintains a valid California Driver's license and has reliable transportation to travel between sites in a timely and efficient manner.
24. Assists with recruitment fairs.
25. Assists with organizing the summer school program.
26. Oversees personnel functions related to athletic coaches.

Qualifications

Knowledge and Skills

1. Ability to exhibit the qualities of leadership essential to the successful administration of a comprehensive program of classified administration.
2. Ability to exercise good judgment and tact.
3. Ability to cope with emergency situations.
4. Knowledge of basic elements of instruction.
5. Knowledge of effective employee supervision and evaluation procedures and techniques.
6. Ability to speak and write effectively.
7. Knowledge of principles of organization and management.
8. Ability to work effectively with all segments of the educational community and general public.
9. Ability to analyze problems, make decisions or recommendations, and be responsible for those decisions.
10. Ability to rapidly assimilate the facts, conditions and implications of problems suddenly thrust upon the office and to organize an effective administrative response to them.
11. Knowledge of the principles of staff development and training.
12. Knowledge of state and federal laws pertaining to classified personnel.
13. Ability to design and implement procedures.
14. Knowledge of school district operations and procedures.
15. Skill in working with diverse groups and individuals in a manner that achieves district goals.
16. Skill in translating Board and district policy to various employees, individuals and groups.
17. Ability to supervise and direct a large staff or department as specified by the Director of Personnel.
18. Knowledge of the collective bargaining process and contract management.

Education, Training, and Experience

1. Post graduate work in school administration, curriculum and instruction, or a related field.
2. Possession of an appropriate school administrative credential.

3. Experience as a school site administrator desirable.
4. Experience in directing/supervising the work of others.
5. Education or training in personnel administration, including, but not limited to, collective bargaining, contract administration, grievance resolution, employee discipline, complaint resolution and staff development.

Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Range 25 - Diablo Managers' Association
248 Day Work Year

Adopted by the Board of Education: June 25, 2015